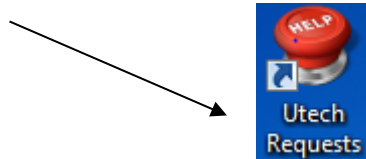


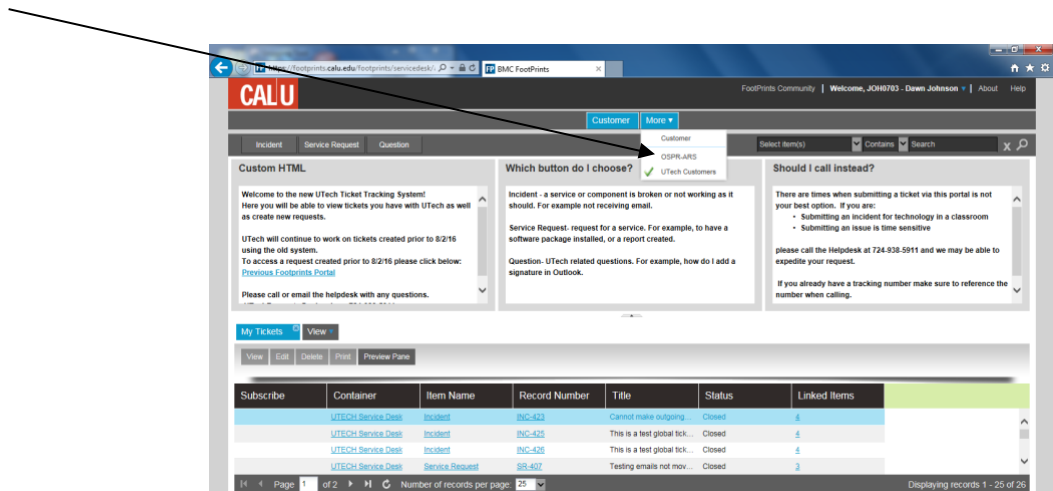
Instructions for Creating and Compiling a New Routing Sheet

****The routing sheet must be submitted 5 business days before the grant's deadline.**

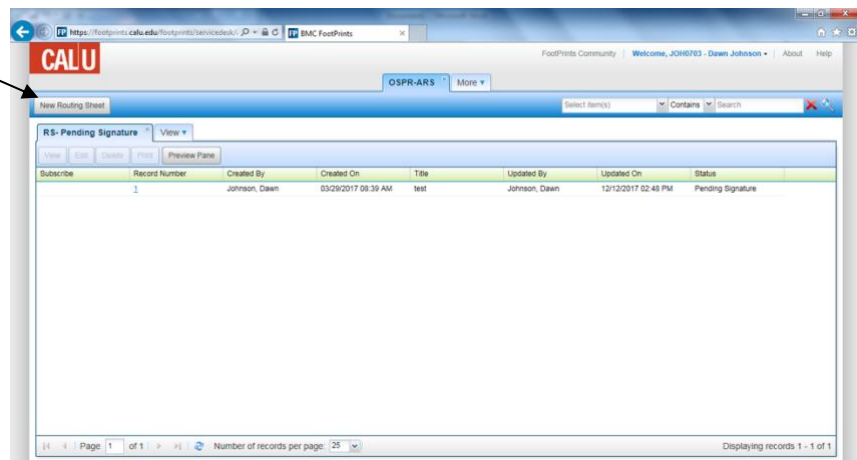
Step 1: Log on to Footprints using the icon on your desktop.



Step 2: Click the More tab to and select OSPR-ARS.

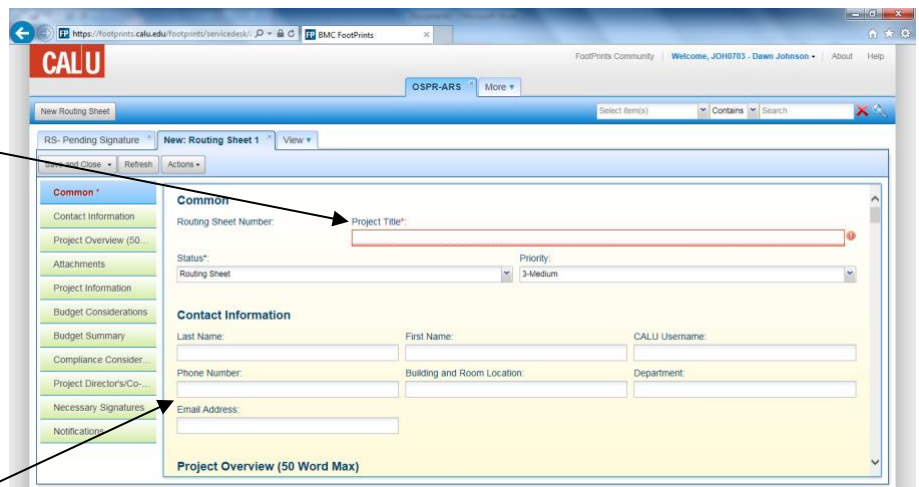


Step 3: To create a new routing sheet, Click “New Routing Sheet,” on the top left hand corner of the webpage.



Step 4: A new routing sheet will appear.

To begin, enter the “Project Title.”

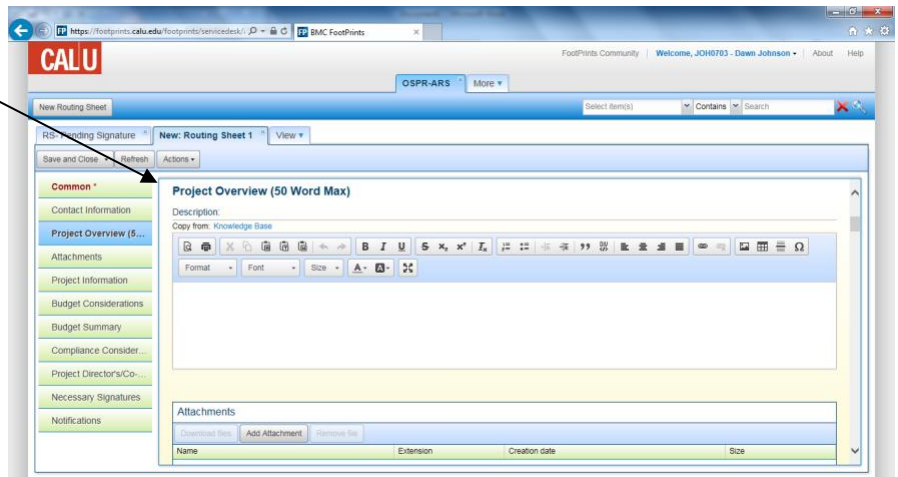


Enter only your phone number in the “Contact Information” the reset will auto fill based on who was logged onto the computer.

Please note: We suggest you review all required fields prior to entering your data into the Routing Sheet, because required fields must be completed before the system will permit a save. All fields in red must be completed in order to save.

Please note: All editing must be complete prior to review by the Office of Sponsored Programs & Research (OSPR). If changes are necessary, please contact the OSPR.

Step 5: Continue on to “Project Overview.” There is a maximum of 50 words allowed; **no word counter or spelling/grammar check** is provided. Please count and review what you have entered before continuing.

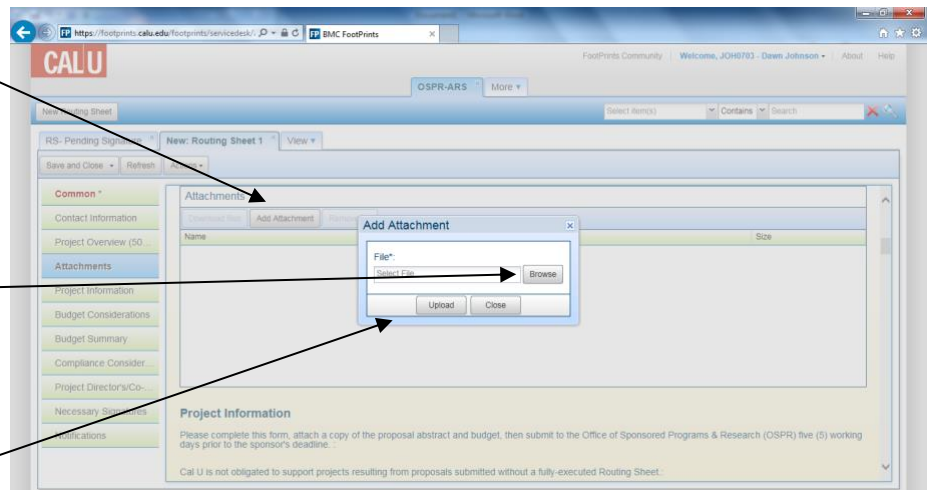


Please note and remember; the overview information should be condensed, maximum of 50 words, and will be used for publications. Please use terms understandable to a lay audience and do not include any data or materials potentially subject to copyright protection, proprietary information from the sponsor, or budgetary personnel data.

Step 6: Continue on to the “Attachments” section. Click on the icon “Add Attachment.”

A new window will appear.

Click the “Browse...” button to select a file to upload and repeat as necessary. A budget and an abstract must be attached. Click the **UPLOAD** button to enter.



Please note: Documents must be attached. Routing Sheet will not permit a SAVE without attachments.

Step 7: Proceed on to the “Project Information” section. **All fields with an asterisk * must be completed in order to save.**

The screenshot shows the 'Project Information' section of the CALU routing sheet. The left sidebar contains a menu with 'Project Information' selected. The main content area has the following fields:

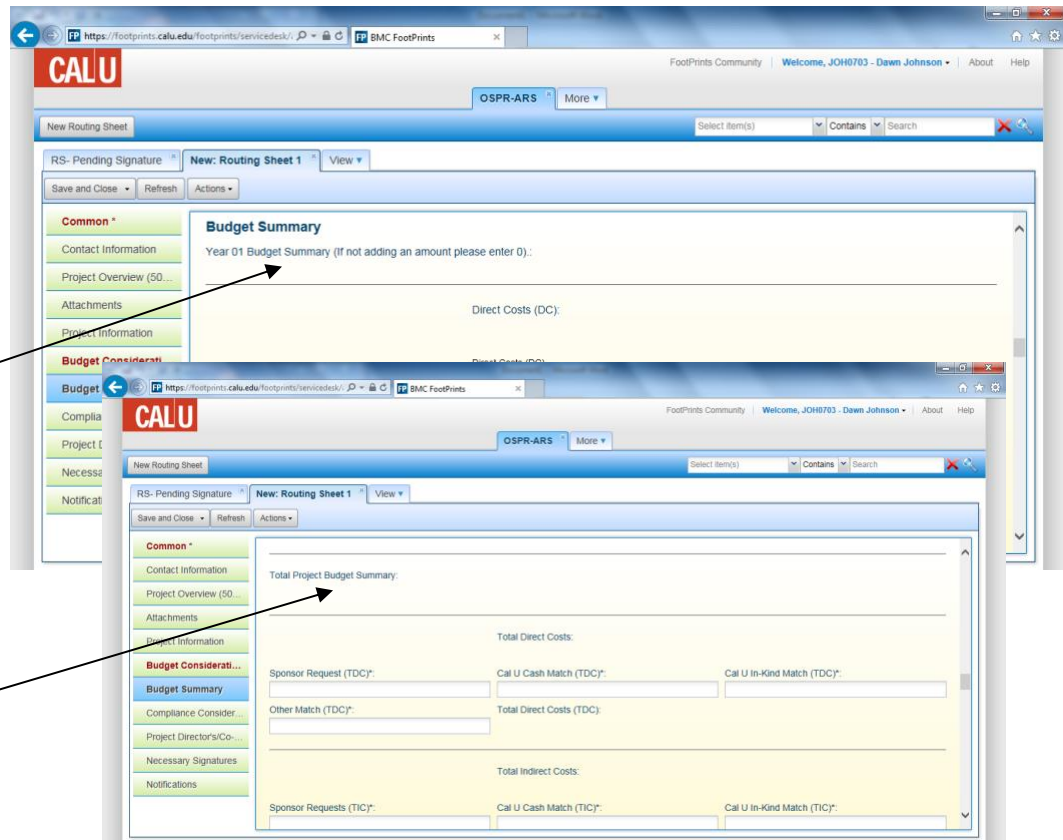
- Project Director/Principal Investigator* (text input)
- Director's Department* (text input)
- Director's Campus Box* (text input)
- Director's Extension* (text input)
- Co-Project Director/Principal Investigator Department Chairperson/Director (text input)
- Co-Director's Department (text input)
- Co-Director's Campus Box (text input)
- Co-Director's Extension (text input)

Step 8: Continue on to “Budget Considerations” section. **All fields with an asterisk * must be completed in order to save.**

The screenshot shows the 'Budget Considerations' section of the CALU routing sheet. The left sidebar contains a menu with 'Budget Considerations' selected. The main content area has the following fields:

- Faculty workload equivalency (release time)?* (dropdown menu)
- Faculty dual compensation? (dropdown menu)
- Dedicating existing classroom, laboratory, office, and/or other space to the project? (dropdown menu)
- Alterations or renovations of existing space? (dropdown menu)
- A Subaward to a subrecipient organization? (dropdown menu)
- Graduate Assistants? (dropdown menu)

Step 9: The “Budget Summary” section requests the “Year 01 Budget Summary” and the “Total Project Budget Summary.” **Please note the difference.**



Please note and remember; if not adding an amount to a field, insert a “0”. No commas are required when entering numerical data (ex. 4500 not 4,500).

- ***Indirect Cost Rate for Cal U is 50.90% of salary and fringe if grant project will be on campus. If off campus, rate is 22.60%.***
- ***Cost Sharing – Please remember to attach any documentation from authorized personnel acknowledging funds commitment to your project.***

Step 10: In the “Compliance Considerations” section be sure to **complete all sections with an ***. **If you have any questions or need assistance** with any of the items in this section, please call the Office of Sponsored Programs & Research at extension 1662 or email primm@calu.edu.

Step 11: In the “Project Director’s/ Co-Project Director’s Statement” section, **please review and complete all areas with an ***.

Step 12: **Disregard** the “Necessary Signatures” section. Scroll to the bottom of the page.

On the upper left hand corner click **SAVE or SUBMIT**.

Please note: the Office of Sponsored Programs & Research will receive notification of your Routing Sheet when you click **SAVE or SUBMIT and will send your routing sheet to the authorized signatories for approval.**